Using The CNRE-Resource PACE Account From Outlook for Windows
Exchange Users Only

The CNRE-Resource PACE account is used for the scheduling of class / conference rooms and resources like laptops and projectors. It should provide the same functionality as the old CNRE Public Folder structure with the exceptions of the CNRE Contacts. To use this PACE account just follow the steps below. Note that the CNRE-Resource PACE account will only show up in your "Folder Pane" if you're in either the "Mail" or "Folders" view. The different view options should be available as buttons below the "Folder Pane". We recommend using "Folders" view so you see all types of Outlook items. If you are in one of these views and you still don't see the PACE account then you may need to follow the steps outlined in an FAQ on our IT website (Adding The CNRE-Resource PACE Account To Your Windows Outlook Profile).

1. Scroll down the "Folders List" until you see "cnre-resource", depending on your Outlook version it may have "Mailbox –" in front of it.
2. Click on either the + or right arrow next to it to expand the account.
3. Continue doing so until you have reached your desired room or resource.

The "CNRE Contacts" in the CNRE-Resource PACE account will not work the same as it did in the CNRE Public Folders. Due to limitations on PACE accounts any Contacts contained within cannot be added to your Address Book like we did with the Contacts within the CNRE Public Folders. Therefore in order to use these new "CNRE Contacts" they must be first copied into your Exchange mailbox. The following steps will guide you through this process.

1. Scroll down the "Folders List" until you see "cnre-resource", depending on your Outlook version it may have "Mailbox –" in front of it.
2. Click on either the + or right arrow next to it to expand the account.
3. Click and hold the mouse on "CNRE Contacts".
4. Drag "CNRE Contacts" all the way up in the "Folder Pane" and hover over either your name or email address depending on your Outlook version.
5. Press and hold the CTRL key and release the mouse followed by releasing the CTRL key. The CTRL key forces a copy, if you don't press it you will get an error message about not being able to move the folder.
6. A copy of "CNRE Contacts" should now be in your Mailbox on the Exchange server.
7. Right click on it and choose "Properties…".
8. Click on the "Outlook Address Book" tab and place a check mark in the "Show this folder as an e-mail Address Book" option.
9. Click OK.